



MILITARY COURTESY

Directive 6 – 107

Date of Issue: July 2013 Amends/Cancel: Chapter VII Sec 3

I. PURPOSE

The purpose of this Directive is to establish military courtesy within the Department of General Services Maryland Capitol Police (DGS-MCP).

II. POLICY

All sworn members of DGS-MCP will strictly adhere to the procedures set forth in this Directive.

III. PROCEDURES

A. MILITARY COURTESY

Military courtesy deals mainly with affording correct courtesy and respect to subordinates, fellow workers, and Supervisors. The Department of General Services Maryland Capitol Police is a “semi-military” organization. In keeping with basic military courtesy, the use of the word “sir”, “ma’am”, or a rank description in general conversation is expected.

B. HAND SALUTE

1. Police employees of this department, when encountering other police employees of the Department, the Governor, Lieutenant Governor, or Commissioned Officers of the U.S. Armed Forces shall render the proper hand salute.
 - a. When inside a Detachment an exchange of salutes will be given upon the first encounter of the day. Further saluting throughout the day is not necessary, but may be practiced at the discretion of those involved.
 - b. The exchange of salutes while on patrol between fellow Police Officers and Police Officers of other departments is a fine gesture and the practice should be followed.
 - c. No salute or other acknowledgement will be made when encountering another member who is known to be assigned to investigative or other types of covert operations, unless such member makes an acknowledgement first.

2. Saluting Protocol

- a. Stand/walk erectly/Head up, Chin up
- b. Look squarely at the person you are saluting
- c. The JUNIOR takes the FIRST INITIATIVE and holds the salute until acknowledged, then completes the salute by dropping the hand smartly and quietly to your side.

3. Salute Mechanics:

a. FIRST MOVEMENT

- 1) Raise right hand smartly
- 2) Thumb/fingers extended and joined
- 3) Hand & wrist in same plane (straight)
- 4) Tip of forefinger (index) touches lower part of headdress or forehead
- 5) Above and slightly to the right of the right eye
- 6) Upper arm: horizontal to the floor
- 7) Forearm: inclined at 45-degrees
- 8) HOLD THE SALUTE UNTIL IT IS RETURNED (*If salute is not returned, hold until senior officer is no longer in view*)

b. SECOND MOVEMENT:

- 1) Lower hand crisply in one motion and silently

4. When police employees attend a police funeral in uniform, there are certain courtesies that must be adhered to. A hand salute will be rendered when in uniform and wearing a hat during the following situations.

- a. The casket is being moved
- b. While the casket is being lowered into the grave
- c. During the firing of the volley (usually seven members firing simultaneously three times)
- d. "TAPS" is being sounded (this is usually one bugler)

- e. When attending a police funeral in civilian attire, you will come to the position of attention and remove your headdress if applicable and place it over your heart. If no headdress is worn, you will place your right hand over your heart.
 - f. Police Officers who are “Active Pallbearers” (assigned to carry the casket) will remain covered and do not salute during the ceremony.
5. Saluting the “Colors” refers to paying tribute to the United States Flag.
- a. This salute is presented at several important times:
 - 1) When the flag is being raised or lowered from the flag pole at a public event.
 - 2) When the flag is passing by, as in a parade or flag ceremony.
 - 3) When reciting the Pledge of Allegiance to the flag.
 - 4) At the playing of our National Anthem.

C. CHAIN OF COMMAND

In general, the chain of command will be followed in dealing with DGS-MCP matters.